



Request for Proposals

To Prepare a Comprehensive Plan for the City of Ankeny, Iowa



Qualification Due Date/Time

Feb. 29, 2016

4 p.m. (CST)



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Ankeny
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City of Ankeny

Planning and Building Department

220 W. First Street

Ankeny, IA 50023

www.ankenyiowa.gov

Request for Proposals – Consultant Services

Comprehensive Plan Preparation City of Ankeny, Iowa

Submittal Deadline: Monday, Feb. 29, 2016, 4:00 p.m. (CST)

Submittal Contact: Eric C. Jensen, AICP
Planning and Building Department Director
City of Ankeny
220 W. First Street
Ankeny, IA 50023

The City of Ankeny, Iowa is seeking a consulting firm to prepare a Comprehensive Plan. The City's last Comprehensive Plan was completed in 2010, and since that time the City has experienced tremendous residential and commercial growth. Further, in the past 15 years, Ankeny's population has increased from 27,117 to more than 55,000 residents – on average the City has added five people a day to the community over the past 15 years. The resulting property valuations have increased from approximately \$1.1 billion to more than \$4 billion in the same, short, 15-year time period. The goal of this process would be the development of a Comprehensive Plan for the City of Ankeny looking out to a horizon year of 2050.

Recent plans have been adopted/utilized by the City of Ankeny that should be considered or incorporated as part of the Comprehensive Plan preparation:

2007 – The Ankeny Parks and Facilities Comprehensive Plan
2015 – Ankeny Retail Trade Analysis
2015 – Four Mile Creek Watershed Study
2015 – City Public Facilities Study
2016 – City Water Systems Study
2016 – City Basin Study
Any other applicable regional plans/studies

Copies of most of these plans are available on the City's website at www.ankenyiowa.gov, or can be provided upon request.

COMPREHENSIVE PLAN CONTENT

The project would include assembling and analyzing data regarding all of the existing conditions within the City of Ankeny and utilizing that data to develop policies, actions and an implementation plan to guide future development and decision making within the community with a horizon year of 2050. It is anticipated the new Comprehensive Plan would cover much of the same content as the 2010 plan, including the following:

1. Community Assessment
2. Demographics/Economic Overview
 - a. Population, housing and demographic trends, including projections to 2050.
3. Employment/Economy
 - a. Employment trends, including projections to 2050.
 - b. Economic trends and forecasts, including analysis of retail sales and pull factors. This may include an update of the information provided in the 2015 Ankeny Retail Trade Analysis.
4. Natural Resources and Stormwater Management
 - a. Incorporate data, policies and action steps from the various watershed assessments noted earlier into the Comprehensive Plan and update and develop any additional policies and action steps related to natural resource protection.
5. Land Use
 - a. Future land use plan, with an appropriate balance of commercial and residential uses. This plan should include policies and action steps for implementation to guide future development and land use decisions.
6. Housing
7. Transportation
 - a. Complete Streets
8. Parks & Recreation
9. Utilities
10. Public Facilities
11. Implementation

In addition to the above noted sections, specific focus will be required on the development of a comprehensive public participation process, employing multiple techniques to ensure an open public dialog through the development of the Comprehensive Plan. This would include regular meetings and presentations to the Comprehensive Plan Advisory Team, Plan and Zoning Commission and City Council.

CONSULTANT RESPONSIBILITIES AND DELIVERABLES

The selected consultant will work under the direction of the Planning and Building Department Director and will be responsible for consultation with the major stakeholder organizations, citizen boards, and public. In addition, the consultant is responsible for the following items:

- General management of the project
- Drafting and preparation of the plan documents, graphics, mapping and other support services
- Data collection, analysis and presentation (with support from City staff)
- Organization and facilitation of public meetings (with support from City staff)
- Budgeting project funds
- Regular presentations to the Comprehensive Plan Advisory Team, Plan and Zoning Commission and City Council

Projects and deliverables shall be as follows:

- Maps and associated data shall be in ARCGIS format and shall be provided to the City (the City's GIS data will be made readily available as needed to the consultant).
- Text and report files shall be in MS Word and PDF formats.
- All final reports shall be presented in digital format for archiving and reproduction.

RFP TERMS AND CONDITIONS

1. The City of Ankeny reserves the right to amend the request for qualifications at any time.
2. Questions regarding this RFP should be submitted in writing to the contact provided no later than Feb. 22, 2016. Responses to all questions will be provided on the City website at www.ankenyiowa.gov.
3. The City reserves the right to reject any or all proposals.
4. Although cost is an important consideration, the City shall not be obligated to accept the lowest cost proposal, but will base its decision on the criteria noted.
5. Expenses incurred in the preparation of submittals, presentations and other incidental activities related to this solicitation are solely the responsibility of the respondent.
6. All data, documents and other information provided to the City of Ankeny by the consultant because of this RFP, shall become property of the City of Ankeny.

ANTICIPATED CALENDAR MILESTONES

Submittal deadline:	4 p.m., Monday, Feb. 29, 2016
Interviews:	March/April 2016
City Council Consultant Selection:	April 2016
Approval of Final Contract	April/May 2016

EVALUATION CRITERIA

The City will evaluate proposals based on a variety of factors:

- Firm's experience with projects of similar size, scope and complexity
- Firm's experience in meeting similar project goals
- Firm's experience in incorporating active public participation in similar projects
- Firm's proposed project timeline
- Firm's references

Based on the materials submitted, the City may invite any or all firms to make a verbal presentation on their proposal.

SUBMISSION INSTRUCTIONS

Interested firms shall respond in written form to this RFP and submit documentation substantiating their qualifications to perform the services required. At a minimum, the RFP shall include:

- **Contact Information** – Name, address, phone numbers and email.
- **Statement of Qualifications** – A statement of the firm's experience and qualifications relevant to the proposed project, including public participation experience.
- **Overview and Form of Organization** – A general overview and history of the company, including form of organization, number of years in business, number of employees, corporate headquarters location, and the names of principals, officers and directors of the firm.
- **Key Personnel** – Names of key personnel who will be assigned to the project. For these individuals, include, their respective titles, experience and periods of service with the firm, including resumes if desired.
- **Project Timeline/Availability** – a brief overview of the anticipated timeline to complete the project, including a statement on the availability of key personnel of the firm to undertake the proposed project.
- **Firms Fee Structure** – a summary of the firm's fee structure for all personnel that would be involved in the project and a general cost estimate to complete the project. A detailed project budget is not necessary with the RFP.

- **References** – Names and telephone numbers of persons the City of Ankeny can call for references regarding the firm's past performance, preferably on similar projects.

SUBMITTAL

Ten hard copies and one electronic copy of the RFP shall be submitted.

The submittal shall be limited to 30 pages of material.

Please include one hard copy and ten electronic copies (CDs or flash drives) of 2 to 3 deliverables from prior clients demonstrating the candidate's capabilities to accomplish the scope of work indicated above, these deliverables are not included in the 30 page limit for the RFP.

Firms may submit the RFP in person or by mail. In any case, submissions must be received by 4 p.m. on Monday, Feb. 29, 2016 to be considered. Submissions received after the deadline will be returned unopened to the firm and will not be considered.